



## **Town of Raymond, NH**

### **Community Development Department Planning**

4 Epping Street

Raymond, NH 03077

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### ***Request for Proposals Raymond, NH Master Plan Update***

**Submittal Deadline: September 14, 2006 by 4:00 p.m. (see details below).**

#### **I. Project Overview:**

The Town of Raymond is requesting proposals from qualified consultants for the review and update of its 2002 Master Plan. The Town expects the Master Plan to serve as the primary document guiding the transformation of its land use ordinance and development regulations into useful tools to guide the community to its desired future pattern of growth and development.

#### **II. Purposes and Use of the Work Product:**

The Master Plan will help to achieve future development in accordance with community goals and objectives with the completion of the following work:

- A. Formulation of a Vision Statement, which will serve to direct the other sections of the plan. This section will contain a set of statements articulating the desires of the citizens of the Town of Raymond, not only for their town, but for the region and the whole state. It will contain a set of guiding principals and priorities to implement that vision.
- B. Updating of the Land Use Chapter. The land use chapter is what all of the following sections shall be based upon. This section will translate the vision statement into physical terms. Based on a study of population, economic activity, and natural, historic, and cultural resources, it will show existing conditions and the proposed location, extent and intensity of future land use.
- C. Updating of the remainder of existing Master Plan, along with development of new sections, chapters, or appendices as presented in Item VI(c) below.

#### **III. Project Activities:**

The consultant will be expected to engage in the following activities and provide the following in the update and development of the Master Plan:

- Coordination with the Raymond Planning Board and the Community Development Department;
- Public forums with citizens and other stakeholder groups; and
- Production and transmittal of all deliverables.

#### **IV. Deliverables**

Deliverables under this contract will include a master hard copy, 15 additional copies, electronic files of the Master Plan and all maps and a list of recommended revisions to the Town's Zoning Ordinance. **A pre-proposal meeting (optional) will be held on Tuesday, August 29, 2006 at 9:00 am in Torrent Hall at the Raymond Public Safety Complex located at 1 Scribner Road (off Exit 4 of NH Route 101) to answer questions concerning the Master Plan Update and the anticipated work program.**

***Respondents must deliver 15 copies of their proposal prior to 4:00 p.m. on September 14, 2006 to:***

**Community Development Department**

**Municipal Office Complex  
4 Epping Street  
Raymond, NH 03077  
Attn: Ernest M. Creveling  
MP-RFP**

For more information, contact Ernest Creveling at  
[ecreveling@townofraymondnh.com](mailto:ecreveling@townofraymondnh.com).

#### **V. Specifications and Content Requirements for Raymond Master Plan:**

Preparation of the Raymond 2006 Master Plan shall conform with the specifications set forth in New Hampshire RSA 674, as applicable.

#### **VI. Master Plan Format Guideline**

The Town of Raymond Master Plan shall include, at minimum, the information presented below. It shall not be limited to the scope or organizational format outlined herein, if in the judgment of the Consultant, other social, economic, governmental and land use planning elements should be included which would create a more optimally effective public document, please include suggestions in your proposal:

##### **A. Statement of Community Purpose**

1. Background of the Master Plan
2. Public Involvement and Determination: Attaining the Community Vision
3. Raymond Community Goals
4. Objectives for Raymond
5. Principles and Assumptions
6. Methodology and Approach in Preparing the Raymond Master Plan
7. Policies and Standards for the Future
8. Maintaining the Raymond Master Plan

##### **B. Planning in the Town of Raymond**

1. Historic Land Use
2. Profile of Raymond's Growth and Development
3. Demographics, Socio-economic Data, Ethnic Profile and Future Trends

4. Population History and Future Projections
  - NH, SNH Region, and Raymond
  - Implications of Future Growth (Schools, Municipal Services, Public Costs)
5. Regional Trends

### **C. The Plan for Raymond's Future Development**

The Consultant shall address the interconnected issues of people, land, wildlife, economy, and environmental quality, within the following sections of the Raymond Master Plan:

1. Vision Statement
2. Plan for Future Land Use
3. Population and Housing
4. Transportation
5. Economic Growth & Development
6. Community Facilities
7. Open Space and Recreation
8. Natural Resource and Wildlife Conservation and Management
9. Construction Materials Resources
10. Water Supply and Quality Conservation and Management
11. Public Safety, Natural Hazards and Risk Management Plan
12. Energy Resource Use and Efficiency, Utilities, and Public Services
13. Heritage Resources and Historic Preservation Plan
14. Area Master Planning
15. Regional Considerations
16. Performance Measurement Indicators
17. Master Plan Implementation Measures

### **VII. Supporting Material: Existing Community Resources, Features and Facilities**

- A. 2002 Town of Raymond Master Plan
- B. 1996 and 2003 Community Surveys
- C. Capital Improvement Program
- D. Emergency Response Plan
- E. Hazard Mitigation Plan
- F. Water Resources & Management Plan
- G. Wellhead Protection Program
- H. Wastewater Feasibility Study

### **VIII. Proposal Format**

- A. Name and address of firm;
- B. Statement of applicable qualifications and experience in areas of:
  - a. Community Master Planning
  - b. GIS and Mapping
  - c. Other applicable areas of expertise for this project
- C. Staff

- a. Names of Project Manager and staff to be assigned to the Raymond Master Plan Update Project (include statements of qualifications and resume's);
  - b. Name and qualifications of proposed subcontractors and scope of work expected to be subcontracted.
  - c. Proof of Insurance
- D. References and Samples of Previous Work in New Hampshire
- E. Proposal Content
  - a. Describe your approach, including
    - i. Your view of the importance of community input and activities you propose to ensure adequate public participation;
    - ii. A work plan with benchmark dates and project completion date;
      - 1. Include a list of proposed meetings with the Planning Board over the course of the project
    - iii. Your anticipated involvement of the Master Plan Update Subcommittee and other local resources to assist in the project;
    - iv. Project Costs
      - 1. Provide a proposed breakdown of the project into logical segments with costs assigned to each segment;
      - 2. Provide a breakdown of the cost structure assigned to each segment;
      - 3. Provide estimate of mileage and other variable costs.